



## CACFP APPLICATION CHECKLIST FFY 2013

Use this form as a checklist to assure all applicable documentation is submitted. Keep the completed checklist for your records. **DO NOT SUBMIT THIS FORM TO DPI.**

Mail documentation to:

Wisconsin Department of Public Instruction  
0363  
Community Nutrition Team  
P.O. Box 7841  
Madison, WI 53707-7841

**OR**

Fax documentation to:

Your assigned consultant at 608-267-

**OR**

Email your documentation to:

Your assigned consultant

### All Institutions:

- ☐ Complete and Submit the application **On-Line**  
*Online application can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*
- ☐ Submit a copy of the current group day care license or certification for each site  
(for renewing agencies: only submit a copy if there are changes from last fiscal year)
- OR**
- ☐ Documentation of Health and Safety Standards (For unlicensed Outside of School Hours Centers, "At-Risk" After School Hours Care Sites, Emergency Shelters)

This includes:

- A copy of the current occupancy permit for each site, or a letter from the local housing authority indicating that the site(s) is located in a residential area and therefore an occupancy permit is not required by local statute
- A copy of the current fire inspection report or a letter from the local fire marshal detailing how often the site(s) must be inspected, or a letter from the applicable fire department certifying that the site(s) does not require a fire inspection
- A copy of the most recent health department inspection or a letter from the City or County Health Department certifying that there are no local health standards which are applicable to the site(s)
- A letter from the City or County Human (Social) Services Department certifying that there is no local requirement for the site(s) to be licensed or certified for the provision of child care services

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**Sponsoring Organizations Only**  
**(Agencies with more than one site participating in the CACFP)**

- ☐ Email electronic copy of Attachment G (Budget) to Cari Ann Muggenburg. *A copy of the Budget can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*
- ☐ Any applicable attachments to the Addendum to the Application/Agreement (PI-6070) or Attachment G that have changed since FY 2012.

**Additional Requirements:**

**Vended Food Programs Only**

- ☐ Vendor Agreement to provide Meals/Snacks. *A copy of the DPI Vendor Agreement can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*
- ☐ Record of vendors and/or schools contacted (for new contracts under \$100,000)
- ☐ Formal Bid Packet (for contracts that total yearly expenditure over \$100,000)

**Pricing Programs Only**

- ☐ Two copies of the completed Pricing Program Addendum with the authorized representative's signature on page 3. *The pricing program addendum can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*

**New Agencies Only**

- ☐ One month of menus for each meal service offered (i.e. Breakfast, AM Snack, Lunch, PM Snack, Supper, Additional Snack)
- ☐ 2 complete copies of the Permanent Agreement/Policy Statement (PI-1486-AP). Please sign and date page 7. *A copy can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*
- ☐ Federal Tax-Exempt Documentation (New Non-profit Institutions/Sponsors Only)
- ☐ Webcast Certification Statement and Self-Study Questions. *A copy can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*
- ☐ Report your Data Universal Numbering System (DUNS) number to DPI's Child Nutrition Programs, by following the steps below:
  1. Go to the Child Nutrition Programs Online Services Page at <http://dpi.wi.gov/fns/online.html> and select the button for On-Line Services Log-in.
  2. Log in using your temporary agency code and temporary password.
  3. Select "Other Services: from the blue menu bar at the top of the screen.
  4. Select "DUNS Information" from the yellow menu bar that appears below the blue bar.

5. Enter your DUNS number in the space provided. It is optional to enter the DUNS Plus 4 number-this 4-digit code is generally given to very large entities with many divisions. Most agencies will *only* have the 9-digit DUNS number.
6. Fill out your name, phone number and email address, and select “I Agree” in the Certification section at the bottom of the page.

Click the “Submit” button at the bottom of the screen. You will receive a confirmation screen which will indicate that your information has been received. ‘

**If your agency** does not have DUNS number, the USDA provides instructions for obtaining a DUNS number at –

[http://www.fns.usda.gov/fm/documents/DUNS\\_general.htm](http://www.fns.usda.gov/fm/documents/DUNS_general.htm).

### **NEW At-Risk After School Hours Care Sites Only**

- ☐ Certification that the site(s) provide children with regularly scheduled activities in an organized, structured and supervised environment and includes educational and/or enrichment activities

### **New Sponsoring Organizations Only**

- ☐ Email electronic copy of Attachment G (Budget) to Cari Ann Muggenburg. A *copy of the Budget can be found at:* <http://dpi.wi.gov/fns/cacfpapps.html>
- ☐ A copy of the sponsoring organization’s most recent independent audit or financial statements prepared by a certified public accountant
- ☐ Narrative of the unmet Program need(s) that will be addressed by your agency’s sponsorship of the CACFP
- ☐ Addendum to the Application/Agreement (PI-6070) and all applicable documentation. A *copy can be found at:* <http://dpi.wi.gov/fns/cacfpapps.html>